

OSHA SAFETY SUPERVISOR

Work involves the supervision, coordination, administration, and management of employees engaged in enforcement, consultation, and implementation of the provisions of the North Carolina Occupational Safety & Health Act, the Migrant Housing Act and related statutes. Work can involve planning, directing and coordinating the work of staff in on-site occupational safety inspections, setting up safety award programs throughout the state; issuing citations, conducting informal conferences, managing case files according to OSH policies and procedures; or providing consultative services to organizations requesting assistance in the improvement of their safety programs. Employees may be responsible for strategic and performance planning which encompasses all Bureaus for the OSHA Division. The Safety Supervisor trains, supervises and reviews the work of staff assigned to a geographic area of the state, to a statewide program or a central office.

SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning – Employees participate with Bureau Chiefs in establishing the Bureau's long and short-term goals and objectives as they relate to operational procedures. Employees plan or assist those supervised in planning all activities including setting priorities, deadlines, and goals. This includes balancing workloads and establishing priorities in order to assure prompt reaction to inquiries, requests for training and technical advice, or information on awards' programs, in response to complaints, or in development of Division strategic and annual performance plans.

Organizing and Directing – Employees may monitor and review Safety Officers' independently developed schedules for training, consultation and inspections. Employees may make minor adjustments in work methods or procedures and may direct adjustments in work schedules or workflow in response to inquiries, requests for training or safety awards, technical advice and complaints.

Budgeting – Employees are responsible for operating within an established budget and recommending new budget needs such as training materials, equipment and staffing needs to the Bureau Chief. Employees provide direct input to Bureau Chiefs with recommendations for expansion budget proposals and justification of needs provided to the Deputy Commissioner or Assistant Deputy Commissioner.

Training – Employees orient new employees; perform initial and on-going informal and formal training. They may direct Safety Officers in all phases of technical fieldwork. Employees are responsible for updating staff relative to new policies, procedures and methods, for planning in-service training sessions and evaluating staff performance to determine effect of formal and informal training programs. Employees may directly participate as a co-trainer, provide on-the-job training to employees with regard to inspection and consultation techniques or direct participation in independently sponsored training and development programs relevant to the program service provided.

Setting Work Standards – Employees develop internal policies and procedures for staff based on production goals and quality standards. Employees assure that all policies, procedures and work standards are carried out. Employees draft or recommend changes to operations procedures and work plans, which provide instructions for staff relative to program strategies and general policies and procedures.

Reviewing Work – Employees regularly audit the performance of the staff through on-site observations, review of records or inspection reports and schedules, staff meetings and supervisory conferences.

Counseling and Disciplining – Employees conduct counseling sessions and are involved in both informal and formal disciplinary actions for field or local office staff. Guidance is received from the Bureau Chief and Human Resources as needed on formal disciplinary actions.

Performing Other Personnel Functions – Employees interview applicants and participate in the selection process. Employees conduct annual performance evaluations and make recommendations regarding salary adjustments and increases.

SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is performed independently and may require interpretation of official policy, legislation, court decisions, and administrative procedures and policy interpretations related to regulations, safety and health laws and both federal and state administrative procedures.

Variety of Work Supervised – Safety Supervisors provide both technical and administrative supervision to professional, paraprofessional and office support staff engaged in training programs, enforcement of safety and health standards, statistical analysis, data base management and application of special program standards.

Number of Employees Supervised - Employees supervise staff at numbers ranging from six to twelve.

III. EXTENT OF SUPERVISION RECEIVED - Employees submit reports and meet with the Bureau Chiefs on a regular scheduled basis. Major problems or changes to immediate objectives, projects, and methods of operation, organization, personnel and program design are discussed with the supervisor.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Working hours are usually 40 per week with daily schedules fluctuating in accordance to the schedules of work site operations visited and work load.

Fluctuating Work Force - N/A

Physical Dispersion of Employees – Employees are located in areas/districts of the state, home based or working out of a central administrative office.

V. RECRUITMENT STANDARDS:

Knowledge, Skills and Abilities - Thorough knowledge of the State and Federal laws, regulations and safety & health standards governing North Carolina work sites. Considerable knowledge of federal and state safety and health codes and eligibility requirements for statewide awards programs. Extensive working knowledge of strategic planning techniques, complex data base management systems and team building. Ability to understand and interpret laws, standards, regulations applicable to specific work site situations and statistical data. Ability to establish and maintain effective working relationships with management, State and Federal officials, and the general public. Ability to communicate effectively in written and oral form. Ability to train and supervise other workers. Ability to use various types of inspection testing and measuring equipment.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a degree in occupational safety and health, industrial management, industrial engineering or a closely related curriculum and five years of progressive experience in Occupational and Safety and Health field; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this classification and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this classification, but may not be applicable to all positions.